



# OFFICE OF THE CLERK/TREASURER

## City of Burlington

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APPROVED

### BOARD OF FINANCE

#### March 21, 2011

### MINUTES OF MEETING

Mayor Kiss convened the meeting of the Board of Finance at 5:03 p.m. with President Keogh, Councilor Wright, Councilor Paul, Mayor Kiss and ACAO Schrader present; Others present: Councilor Bushor, Councilor Decelles, David White, Director of Zoning and Planning, John Vickery, City Assessor, Susan Leonard, Human Resources Director, Stephanie Hanker, Human Resources, Kirsten Merriman Shapiro, CEDO, Carol Westin, Public Works Department, Steve Goodkind, Public Works Director, Erin Demers, Public Works Department

#### 1. Agenda

Deferred Item 6 until March 28, 2011 and pull Item 3A. There being no changes to the agenda, the agenda was approved.

#### 2. Approval of Board of Finance Minutes

##### A. March 14, 2011

Councilor Wright moved, seconded by President Keogh, to approve the minutes of the Board from March 14, 2011. The Mayor indicated that he would bring back a draft next week on item 7 of the minutes. The motion passed unanimously.

#### 3. Human Resources:

- A. Clerk-Treasurer:     **Reclassification of Account Clerk Position – Pulled from Agenda**
- B. Public Works:       **Reclassification of Traffic Maintenance Worker**

Stephanie Hanker provided a more detailed memorandum to the Board on the Reclassification. Steve Goodkind, Public Works Director pointed out that this reclassification is a net savings to the City due to the elimination of pay adjustments paid to the employee currently serving in this position. ACAO Schrader made a motion, seconded by President Keogh, to approve and recommend approval of the position reclassification of Traffic Maintenance Worker to Working Foreman, the Board ap. The motion passed unanimously.

Mr. Goodkind provided the Board with information on the Department's plan on addressing potholes in City streets.

#### **4. Assessor/Planning & Zoning: Updating City Tax Maps**

President Keogh made a motion, seconded by Councilor Paul to recommend that the Mayor present a budget amendment Resolution include the recognition of additional revenue within the Planning and Zoning Department to effectuate the updating of the City's Tax Maps. The motion passed unanimously.

#### **5. Church Street Marketplace: Cherry Street, Church Street and Pearl Street Improvements**

##### **A. Request for Authorization to Execute Final Design Contracts with Hoyle Tanner and Associates**

ACAO Schrader made a motion, seconded by President Keogh, to authorize Steve Goodkind, Public Works to execute final design contracts with Hoyle Tanner and Associates for Cherry Street, Church Street and Pearl Street Improvements. The motion passed unanimously.

#### **6. Burlington International Airport: Resolution Authorizing Acceptance of Amendment to Grant and for Execution of Contract Amendments Associated with Airport Improvements.**

Deferred to March 28, 2011.

#### **7. Department of Public Works:**

##### **A. Waterfront North Access Improvements (Tiger Grant) Amendment Authorization**

President Keogh made a motion, seconded by Councilor Wright, to authorize the execution of the Waterfront North Access Improvement grant agreement amendment. The motion passed unanimously.

There being no further business of the Board, the meeting of the Board of Finance was adjourned at 5:25 p.m.